



**APPLICATION FOR
PUBLIC PROPERTY DESIGNATION**

Street, Facility, Park, Building or Property

APPLICANT INFORMATION for the person, group, or organization seeking to honor a past or current resident, residents, organization, or organizations by naming a city street, facility, park, building, or other property:

NAME: _____

ADDRESS: _____

PHONE: _____

NAME AND LOCATION of street, facility, park, building, or property being requested for honorary designation or to bear an official name:

NAME: _____

LOCATION: _____

PERSON OR ORGANIZATION TO BE HONORED:

HISTORICAL SIGNIFICANCE of the person or organization whose name is proposed to be the honorary name for the street, facility, park, building or property:

PERSON'S OR ORGANIZATION'S CONTRIBUTIONS to the City of Clarksville:

OR

PERSON'S OR ORGANIZATION'S HEROIC SERVICE OR PERSONAL SACRIFICE to the City of Clarksville, State of Tennessee, or United States of America:

If no contribution, heroic service, or personal sacrifice is listed, the application will not be considered.

PERSON'S HISTORY OF RESIDENCY in the City of Clarksville:

LOCATION OF RESIDENCE: _____

HOW LONG: _____

HISTORY OF STREET, FACILITY, PARK, BUILDING, OR PROPERTY being requested for distinction:

CURRENT OFFICIAL NAME: _____

PRIOR OFFICIAL NAME(S): _____

PRIOR HONORARY NAME(S): _____

APPLICATION FEE

Application fee of \$250 (two hundred fifty dollars) is required with filing of this application.
If the request is denied, \$125 will be refunded within 60 days.

SIGNATURE OF APPLICANT

Date

RECEIPT OF APPLICATION AND FEE

Sylvia Skinner, City Clerk

Date

CONSIDERED BY DESIGNATIONS COMMITTEE:

DATE APPROVED: _____

DATE DENIED: _____

Signature of Designations Committee Chair

ORDINANCE 17-2015-16

AN ORDINANCE AMENDING TITLE 12 (STREETS AND OTHER PUBLIC PLACES), CHAPTER 1 (IN GENERAL) OF THE OFFICIAL CODE OF THE CITY OF CLARKSVILLE, TENNESSEE RELATING TO PUBLIC PROPERTY DESIGNATIONS AND THE DESIGNATIONS COMMITTEE

WHEREAS, the Clarksville City Council desires to establish and implement standards and procedures concerning the honorary naming of City buildings, facilities, streets, parks, and other City properties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

1. That Title 12, "Streets and Other Public Ways and Places," Chapter 1, "In General," Section 103, "Public Property Designations," is hereby amended by deleting the current language of said Section, in its entirety.
2. That Title 12, "Streets and Other Public Ways and Places," is hereby amended by adding a new Chapter, which shall be Chapter 12 and which shall be entitled, "Designations Committee; Streets and Public Place Designations" providing as follows:

Chapter 12: Designations Committee; Streets and Public Place Designations

Section 12-1201. Purpose.

The purpose of this Chapter is to develop and implement standards and procedures for establishing official names of City bridges, buildings, streets and parks, as well as honorary street names and the erection of honorary "home of" signs at entrances to the City.

Section 12-1202. Designations Committee Established.

A board, to be designated the "Clarksville Designations Committee," is hereby created for the purpose of implementing the provisions of this Chapter.

Section 12-1203. Clarksville Designations Committee composition; eligibility; appointment; qualifications; term; vacancy during unexpired term.

(a) *Composition.* The Clarksville Designations Committee shall be composed of nine (9) members. Three (3) current members of the Clarksville City Council shall be appointed, subject to City Council approval, by the Mayor to serve as members of the Clarksville Designations Committee. No more than three (3) members of the Clarksville Designations Committee may be current members of the City Council. Also, three (3) members of the Clarksville Designations Committee shall consist of each of the Department Heads from the Clarksville Street Department, the Parks & Recreation Department, and the Building & Codes

Department or his or her designee. The remaining three (3) members shall be residents of the City from the public at large and shall be appointed by the Mayor, subject to City Council approval.

(b) *Term.* Members of the Committee shall serve a two (2) year term. Members of the Clarksville Designations Committee may serve up to two (2) full, consecutive terms. Terms of service for City Council members appointed to the Clarksville Designations Committee shall be coterminous with their term as a City Council member.

(c) *Vacancy before expiration of term.* If any member of the Clarksville Designations Committee, other than a current City Council member, resigns from, is removed from, or ceases to be a member of the Committee before the expiration of his or her term, the Mayor shall nominate a new member, subject to City Council approval, to serve the remainder of the unexpired term. If a current member of the City Council resigns from, is removed from, or ceases to be a member of the Clarksville Designations Committee before the expiration of his or her term, the Mayor shall appoint another, current member of the City Council, subject to City Council approval, to serve the remainder of the unexpired term. For purposes of computing a term, the filling of an unexpired term shall not count toward the two (2) full, consecutive term limit. The newly appointed City Council member shall serve on the Clarksville Designations Committee coterminous with his or her term on the Council.

Section 12-1204. Clarksville Designations Committee organization; meetings; procedure; compensation.

(a) *Quorum.* A majority of the Clarksville Designations Committee shall constitute a quorum and the Committee shall act by majority vote. Vacancies in the board shall not affect its power and authority, so long as a quorum remains.

(b) *Appointment of a chairperson.* A chairperson shall be appointed by the Mayor.

(c) *Public Meetings.* The Clarksville Designations Committee shall hold public meetings, and give notice to the public thereof, at such regular time and place as the Committee may determine. Changes in such time and place of meeting shall be made known to the public, as required by law.

(d) *Rules of Procedure.* The meetings of the Clarksville Designations Committee shall be conducted in accordance with the most current edition of *Robert's Rules of Order*.

Section 12-1205. Compensation.

Members of the Clarksville Designations Committee shall not receive, or be entitled to receive, any monetary compensation for their service on the Committee.

Section 12-1206. Removal of Members.

(a) *Grounds.* Any member of the Clarksville Designations Committee may be removed from office for cause, to include (without limitation) permanent disability, knowing or willful misconduct in office, knowing or willful failure to perform any duty required by law, or the committing of any act constituting a violation of any penal statute involving moral turpitude, or malfeasance, misfeasance, or nonfeasance as a board member, upon a three-fourths (3/4) majority vote of the City Council, but only after preferment of formal charges by resolution of the City Council at a public hearing.

(b) *Charges, investigation, notice.* All charges seeking removal from office for cause shall be made in writing, and the City Council shall make or direct such investigation in relation to the matter as it may consider necessary. Prior to any hearing, a copy of the charges to be considered at the hearing shall be delivered to or mailed to the Committee member against whom they have been filed, together with notice of the time and place for the hearing, which shall not be less than five (5) days from the delivery or mailing of the charges to the accused member.

(c) *Hearing, right to counsel and process, vote by roll call.* The hearing shall be public. The member against whom the charges have been made in accordance with this Chapter shall have the right to appear and defend in person or by counsel, and shall have issued, if necessary, service of process of the City Council to compel the attendance of witnesses on his or her behalf. Vote of the City Council on the issue of removal shall be by roll call.

(d) *Expiration of term upon removal.* Immediately upon a vote approving removal, the term of the member shall expire, and his or her office status, power, and authority shall cease without further action.

Section 12-1207. Records and reports of the Clarksville Designations Committee.

The Clarksville Designations Committee shall keep a complete and accurate record of all meetings and actions taken, and a copy of the same shall be filed with the City Clerk.

Section 12-1208. Meetings.

The Clarksville Designations Committee shall meet at least once per year and such other times as may be called by the chairman with at least forty-eight (48) hours notice. A majority of the Committee may also call a special called meeting upon forty-eight (48) hours notice.

Section 12- 1209. Definitions.

- (a) *City building* means a building, including but not limited to, fire stations, police stations, and recreation centers, owned and/or maintained by the City for public purposes.
- (b) An *event* means a time in which the designated person or organization made a significant service contribution to the community.
- (c) *Facility* means a building or structure located on City property, including, but not limited to, libraries, office buildings, utility buildings, recreation centers, community centers, plazas, pathways, sports fields or structures used for specific sports, such as tennis courts, basketball courts, and skate parks.
- (d) *Naming* means the assigning of a permanent name to a City building, park or facility.
- (e) *Organization* means a locally recognized civic organization or a unit of the United States Army attached to Fort Campbell.
- (f) *Park* means a parcel of land owned and operated by the City for public recreation purposes.
- (g) *Resident* means a person who currently resides or owns land within the corporate City limits, or a business located within the corporate City limits.

Section 12-1210. Naming of City buildings, parks, or facilities - Policy.

Generally, and whenever possible, the naming of a City building, park, or facility shall occur before development, and be the product of a public participation process. It is the intent and recommendation of the Clarksville Designations Committee that existing City buildings, parks, and facilities currently named for residents or organizations not be renamed.

Section 12-1211. Requests to Be Made in Writing.

All requests to name a City street, building, park, or facility, or to erect an honorary sign or “home of” sign shall be made in writing in the form of an application to the Clarksville Designations Committee.

Section 12-1212. Application Filing Procedure & Administrative Fee.

The application for nomination and an administrative processing fee in the amount of \$250.00 (Two Hundred Fifty Dollars and No Cents) shall be filed with the City Clerk and addressed to the Clarksville Designations Committee.

Section 12-1213. Application Contents / Criteria to be Considered.

The application shall include the following information:

- (a) The name or location of the street, facility, park, building, or property being requested for honorary designation or to bear an official name; and
- (b) The name and contact information of the person, group, or organization seeking to honor a past or current resident, residents, organization, or organizations by naming a City street, facility, park, building, or other property; and
- (c) The name of the person or organization to be honored; and
- (d) The historical significance of the person or organization whose name is proposed to be the honorary name for the street, facility, park, building, or property; and
- (e) Such person's or organization's history of contributions to the City of Clarksville; or
- (f) Such person's or organization's heroic service or personal sacrifice to the City of Clarksville, State of Tennessee, or United States of America; and
- (g) Such person's history of residency in the city, including duration and location of such residence; and
- (h) The history of the street, facility, park, building, or property being requested for distinction, including its current and prior name(s), official and prior honorary.

Section 12-1214. Evaluation of Application.

- (a) The Clarksville Designations Committee shall consider how the requested name, sign and/or location could impact public safety, road and right-of-way maintenance, current sign regulations and any other factors that may negatively affect the public or City. The Clarksville Designations Committee shall forward the results of its vote to

recommend approval or denial of the naming or sign request in the form of a resolution to the City Council. After a review of all information, the City Council shall approve or deny the request by majority vote.

- (b) The Clarksville Designations Committee review process shall not apply to signs on State highways and under the control of TDOT.
- (c) Requests initiated by elected City of Clarksville officials are exempt from the payment of the \$250.00 administrative processing fee.

Section 12-1215. Requests to Be Made Per Year.

No more than one (1) application seeking to honor a specific, named individual or organization shall be considered each year by the Clarksville Designations Committee. If an application to honor an individual or organization is submitted and denied, that honoree shall not be considered by the Committee until twelve (12) months following the denial.

Section 12- 1216. Streets and Bridges - Honorary Naming.

The honorary naming of a City street or bridge means the naming of a City street or bridge that is already in existence, with the intent to recognize and honor certain individuals or organizations who have made a positive impact upon the City of Clarksville based upon the aforementioned criteria. The official name of the street or bridge would not be changed under this category.

Section 12-1217. “Home-of” Signs.

- (a) “Home of” Signs are signs which are intended to recognize and honor residents or certain individuals who previously resided in the City of Clarksville, for their contribution to the City of Clarksville, the State of Tennessee, or the United States of America.
- (b) The application for nomination and administrative processing fee in the amount of \$250.00 (Two Hundred Fifty Dollars and No Cents) shall be filed with the City Clerk and addressed to the Clarksville Designations Committee.
- (c) The criteria to be considered by the Clarksville Designations Committee shall be the same criteria considered when naming a city street, facility, building, park, or other property as set forth in Section 12-1213.
- (d) Upon approval of the application, “home of” signs shall be erected in accordance with the Building and Codes provisions at the entrances to the City.
- (e) “Home of” signs shall be for a temporary basis.

Section 12-1218. Cost of an Honorary Sign or “Home of” Sign.

The City of Clarksville Street Department shall absorb the costs, as determined by the City of Clarksville Street Department, for making and installing the “home of” and honorary signs.

Section 12-1219. Duration for Home of and Honorary Signs to be in place.

The mayor of the City of Clarksville shall have the discretion to remove any “home of” signs or honorary signs.

Section 12-1220. Design and Placement of Honorary and “Home of” Signs

The design and placement of honorary and “Home Of” signs shall be at the discretion of the City of Clarksville Street Department.

<i>FIRST READING:</i>	August 6, 2015
<i>SECOND READING:</i>	September 3, 2015
<i>EFFECTIVE DATE:</i>	September 3, 2015